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Ontario Department of Education

Junior High School Entrance AND Junior Public School Graduation Examinations 1915

INSTRUCTIONS TO INSPECTORS, PRESIDING OFFICERS, AND CANDIDATES

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PREFATORY NOTE

In order that a proper standard of work may be maintained in the Primary Schools and that the Secondary Schools may not be congested with insufficiently prepared pupils, the Department of Education provides question papers of adequate difficulty for Group II of the High School Entrance examination, and requires that the standard of the valuation of the answer papers shall also be adequate and that the Regulations prescribed for the tests in both groups shall be strictly observed by the local boards of examiners. From the following facts in particular, the Minister is forced to conclude that his expectations have not always been realized:—

(1) The Departmental Inspectors report from time to time that in some of the most important subjects many of the first year pupils in the Secondary Schools under their charge have not been adequately prepared for the courses of study, and that a good deal of the time of the staffs is taken up with the work that should have been done in the Primary Schools.

(2) The last examination returns show that in the case of 395 of the 475 Junior High School Entrance centres, no candidates who failed to reach the prescribed 40 per cent. and 60 per cent. standards were recommended to the Department under the Regulations. From this it is reasonable to conclude that in the case of such candidates some Boards either considered none were fit to take up High School work or notwithstanding the express provisions of the Regulations, reported many of them as having passed, instead of recommending them for the Minister's consideration. The former of these conclusions cannot be entertained, and there appears to be no doubt that in many cases the provisions of the Regulations were not duly observed.

The causes that have led to this serious situation it is unnecessary to point out. It is, however, important to remember that the standard of the High School Entrance examination has a direct bearing upon the general standard of education, and that it is unjustifiable to throw unnecessary burdens upon the Secondary Schools. The Minister, accordingly, trusts that hereafter the Entrance Boards will comply fully with the provisions of the Regulations and will give him their loyal support in his efforts to secure the due and efficient organization of the school system.

JUNIOR HIGH SCHOOL ENTRANCE EXAMINATION, 1915

General Instructions

1. (1) Attention is directed to the fact that the only provisions outside of the general provisions for the admission of pupils are contained in the following sections of the Regulations relating to admission to the High Schools:—

(a) Section 9 (5), which provides for the submission of a case by the Chairman of the Entrance Board for consideration on the complaint of any candidate or of any other person.

(b) Section 12, which provides for the admission in the interval between examinations of a candidate who has attended a private school in Ontario or any school elsewhere and who for reasons satisfactory to the Public School Inspector and the Principal did not present himself at the preceding Entrance examination.

(2) In all cases the admission of pupils must be approved by the Minister before certificates can be issued to them.

(3) Groups I and II prescribed for the Entrance test shall be taken in the same year.

(4) The provisions of the High Schools Act and the Regulations which apply to the establishment of centres and the qualifications, appointment and duties of Presiding Officers for the examination in Group II apply also to those for the examination in Group I when, as provided by Regulations 4 (1) (a) and (6) a written examination is held in one or more of the subjects thereof. If a smaller number of centres and Presiding Officers is needed for the examination in Group I, the necessary selection shall be made by the Entrance Board. [See Regulation 5 (1)].

Application for Admission

2. (1) The Junior High School Entrance examination in the subjects of Group II for 1915 will begin on Monday, the 21st of June at 1.15 p.m., and will be conducted under the provisions of Sections 44-47 of the High Schools Act and of the High School Entrance Regulations of 1914, subject to the instructions herein contained.

(2) The dates and time-table for the examination in Group I shall be settled and duly announced by the Entrance Board. For the present year, if the Board deems it more convenient, this examination may be held immediately after the examination in the subjects of Group II.

(3) Either directly or through the Principal, each candidate shall notify the Public School Inspector concerned before April 15th, of the examination centre at which he purposed writing.

Instructions to Inspectors

3. (1) The Inspector shall notify the Deputy Minister not later than the 20th day of April in each year, on a Form supplied by the Department, of the number and location of the Entrance centres in his Inspectorate, the name and address of each Chief Presiding Officer, and the number of candidates desiring to be examined at each of such centres.

(2) Immediately after the notification prescribed in 3 (1) above the Inspector shall send to each Presiding Officer one copy of this Circular of Instructions.

(3) Blank Forms for the use of Principals in making their reports on the standing of candidates under Regulation 7 have been prepared by the Department of Education and will be sent to Inspectors *on request*. The number required should be stated. Some such form of report should be used in all Inspectorates.

Instructions to Presiding Officers

4. (1) On the receipt of the bag containing the question papers for the examination in the subjects of Group II the Presiding Officer shall see that *the seal is intact*. The bag can be opened by cutting the cord, and, when opened, the subjects and number of the envelopes containing the question papers should be verified with the time-table. Should any question envelopes be missing, he should *telegraph the Department at once*.

(2) On receipt of the envelopes from the High School Entrance Board, containing the question papers in the subject or subjects of Group I, the Presiding Officer shall see that *the seals are intact* and that the envelopes provide for all the subjects of the examination.

(3) The envelope containing the question papers in any subject shall not be opened until the time prescribed in the time-table for the examination in such subject prepared by the Department and the Entrance Board respectively.

5. Each Presiding Officer shall be in attendance at the place appointed for the examination at least fifteen minutes before the time fixed for the first subject, and shall see that the candidates are supplied with the necessary stationery and seated so far apart as to afford reasonable security against copying. Under no circumstances shall two candidates be allowed to sit at the same desk, and the number of candidates under each Presiding Officer *shall not exceed forty*. A Presiding Officer shall not preside over his own pupils.

6. He shall open the envelope containing the papers in each subject in the presence of one or more witnesses, at the time prescribed, and one paper shall be placed on each candidate's desk.

7. He shall exercise proper vigilance over the candidates to prevent copying, and shall allow no candidate to communicate with another, *nor permit any person except another Presiding Officer to enter the room during the examination*. No conversation or other noise which might disturb the candidates shall be allowed in or in the vicinity of the examination room.

8. He shall see that the candidate promptly cease writing at the appointed time, fold and endorse their answer papers properly, and in every respect comply with the instructions herein contained.

9. He shall transmit the answer papers of the candidates to the Examiners according to the instructions of the Entrance Board.

10. Where fees have been imposed, as provided in Section 47, sub-section 5 of the High Schools Act, the Chief Presiding Officer at a centre shall collect such fees from the candidates and account for the same, as provided in Section 6 (5) of the High School Entrance Regulations of 1914.

Instructions to Candidates

11. Every candidate shall be in attendance at least fifteen minutes before the time at which the examination in the first subject is to begin, and shall occupy the seat allotted by the Presiding Officer. Any candidate desiring to move from his allotted place or to leave the room shall first obtain permission from the Presiding Officer to do so. Any candidate leaving shall not return during the examination in the subject then in hand.

12. Every candidate shall write his answers only on one side of the paper. He shall number each answer, and shall arrange the sheets numerically, according to the questions, folding the sheets once crosswise, and endorsing each of them with his name, the name of the subject, and the name of the centre at which he is examined. A paper shall not be returned to a candidate after being placed in the hands of the Presiding Officer.

13. Any candidate who is found copying from another or allowing another to copy from him, or who brings into the examination room any book, note, or paper having any reference to the subject on which he is writing, shall be required by the Presiding Officer to leave the room, and the papers of all the guilty parties shall be cancelled.

14. In the case of the absence of a candidate from all or any part of the examination through illness or other unavoidable cause, full particulars accompanied by a medical certificate shall be submitted to the Entrance Board immediately at the close of the examination.

Appeals

15. (1) Any appeal against the standing of any candidate shall be made first to the Entrance Board not later than September 15th.

(2) Candidates who have been finally rejected by the Entrance Board may have their answer papers re-read on lodging an appeal with the Deputy Minister before September 30th, and on paying a fee of \$2.00, which will be returned if the appeal is sustained.

Report

16. (1) Each High School Entrance Board shall submit to the Minister a report of the Entrance tests in Groups I and II in three parts:

(a) Part I shall contain the names and ages of the candidates who have passed in each Group either on the certificate of the Principal or on obtaining the prescribed percentages at a written examination without a re-reading of the answer papers.

(b) Part II shall contain (i) the names and ages of those who, after a re-reading of one or more of their answer papers, have passed in both Groups either on the certificate of the Principal for one Group and on a written examination in the other Group, or on a written examination in both Groups, and (ii) a statement of the marks in each subject of the written examination.

(c) Part III shall contain the names and ages and also a statement of the marks in each of the subjects of the written examination of those who have been recommended under Regulation 9 (3) and (4) with reasons in detail for the recommendation.

(2) The report shall be sent by mail to the Deputy Minister of Education as early as possible and not later than July 8th.

Answer Papers

17. (1) The Board shall send per prepaid express, concurrently with the sending of its report, the answer papers in Groups I and II of all the candidates whose names appear on Parts II and III of the report, and copies of the question papers, if any, for the examination of Group I [see Reg. 5 (1)] together with a statement of the percentage standard set. The answer papers for each centre shall be arranged by subjects and tied in one parcel, and the parcels for the several centres shall be returned in one of the bags provided.

(2) The bag in which the question papers are shipped to the Presiding Officer, shall be returned to the Department (charges prepaid) *at the same time* as the reports are sent.

(3) The answer papers of candidates, except as stated in instruction 17 (1) above, or when required by the Minister, shall not be forwarded to the Department, but shall be retained by the Chairman until May 31st of the following year.

JUNIOR PUBLIC SCHOOL GRADUATION DIPLOMA EXAMINATION, 1915

Application for Admission

1. (1) The Junior Public School Graduation Diploma examination for 1915 will begin on Wednesday, June 16th, at 1.15 p.m., and will be conducted under the provisions of Public and Separate School Regulations 1-8, pages 97-99, subject to Instructions No. 19.

(2) Either directly or through the Principal, each candidate shall notify the Public School Inspector concerned, before April 15th of the examination centre at which he purposed writing.

Instructions to Inspectors

3. (1) The Inspector shall notify the Minister not later than the 20th day of April, on a Form supplied by the Department, of the number and location of the Junior Graduation centres in his Inspectorate, the name and address of each Chief Presiding Officer, and the number of *bona fide* candidates at each of such centres. Where practicable the Chief Presiding Officer for this examination shall be the same for the Junior High School Entrance examination at the same centre.

(2) Forms for the use of the Principal in making his report on the standing of candidates in accordance with Regulation 7, page 99, have been prepared by the Department and will be sent to Inspectors on request.

Instructions to Boards

4. (1) As the Junior Public School Graduation Diploma examination, wherever held, is to be conducted by the High School Entrance Board, each Board concerned shall include members competent to examine in Art, Elementary Science, and Book-keeping.

(2) As the examination in Oral Reading is to include questions on the principles and is to be conducted by a member of the High School Entrance Board selected thereby, it shall be the duty of the Board to see that a competent examiner is provided.

(3) The maximum value to be assigned in Reading is 50 marks, which shall be apportioned as follows:—Oral Reading 35; questions on the principles 15.

(4) The maximum for each of the examination papers shall be 100.

(5) Four marks shall be deducted for each mistake in the Spelling paper and reasonable deductions shall be made for mis-spelling in all other papers.

5. For the examination in Book-keeping ruled sheets for Journal and Ledger may be supplied to the candidates at the discretion of the High School Entrance Boards.

6. The Board shall make all arrangements for reading the answer papers, settling the results, reporting them to the Department *not later than July 9th* on the Form supplied, publishing the results, and issuing the Diplomas to the successful candidates. The Diplomas will be sent by the Deputy Minister to the Secretary of the Board as soon as its report is approved.

7. The Writing shall be judged from the answer papers in one of the other subjects. This subject shall be determined by the High School Entrance Board, while the answer papers are being read, and shall not be communicated to the candidates.

8. A candidate who at this examination makes 33 1-3 per cent. in each subject and 50 per cent. of the aggregate, may, with the approval of the Minister, be granted a Junior High School Entrance certificate.

9. The Board shall make all arrangements for collecting the fees of the candidates, in accordance with Regulation 8 (2) page 99.

10. In settling the results of this examination and in reporting them to the Department, the Board shall be governed, *mutatis mutandis*, by the Instructions in the case of the Junior High School Entrance examination.

11. It shall make all necessary arrangements for the payment of the expenses of the examination [see Reg. 8, (3)]. The additional presiding necessary shall be paid for at the regular rate of \$5.00 per day for the chief presiding officer, and \$4.00 per day for an assistant. For reading the answers the examiners shall be paid at the rate of \$1.25 per candidate, and the secretary at the rate of 8c. per candidate.

Instructions to Presiding Officers and Candidates

12. (1) The duties of the Presiding Officers shall be those prescribed in the case of the Junior High School Entrance examination, except that in the collection of fees he shall also be governed by Reg. 8 (2) page 99.

(2) The duties of candidates shall be those prescribed in the case of the Junior High School Entrance examination.

Appeals

13. (1) Any appeal against the standing of any candidate shall be made first to the Entrance Board not later than September 15th, 1915.

(2) Candidates who have been finally rejected by the Entrance Board may have their answer papers re-read on lodging an appeal with the Deputy Minister before September 30th and on paying a fee of \$2.00, which will be returned if the appeal is sustained.

TIME-TABLES, 1915

JUNIOR HIGH SCHOOL ENTRANCE AND JUNIOR PUBLIC SCHOOL GRADUATION DIPLOMA EXAMINATIONS

Before candidates at either examination begin writing on their first paper, the Presiding officer (at 8.45-9.00 a.m. or 1.15-1.30 p.m.) shall read and explain to them the Instructions to Candidates, page 5 of this circular.

DATE.	HOURS OF EXAMINATION.	JUNIOR HIGH SCHOOL ENTRANCE.	JUNIOR PUBLIC SCHOOL GRADUATION.
16th June.	P.M. 1.30- 4.00	Manual Training or Household Science.
17th June.	A.M. 9.00-11.30 P.M. 1.30- 4.00	Elementary Science. Art.
18th June.	A.M. 9.00-11.30 P.M. 1.30- 4.00	English Grammar. Canadian History.
21st June.	A.M. 9.00-11.30 P.M. 1.30- 3.30 P.M. 1.30- 4.00 P.M. 3.40- 4.25 Composition..... Spelling.....	Algebra. Composition.
22nd June.	A.M. 9.00-11.30 P.M. 1.30- 4.00	Arithmetic..... Literature.....	Arithmetic. Literature.
23rd June.	A.M. 9.00-11.00 A.M. 11.00-12.00 A.M. 11.10-12.00 P.M. 1.30- 3.30 P.M. 1.30- 4.00	Eng. Grammar..... Writing..... Geography.....	Book-keeping. Spelling. Geography.

NOTES:—(1) For the examination in Book-keeping, candidates should provide themselves with rulers.

(2) For the examination in Book-keeping ruled sheets for Journal and Ledger may be supplied to the candidates at the discretion of the High School Entrance Board.

(3) For the examination in Art, candidates shall come supplied with rulers, pencils, compasses, erasers, pens, water-colours, water-pans, and brushes. A convenient supply of water should be provided by the Presiding Officer.

4. (a) The examinations in Oral Reading may be taken either from 4 to 5 p.m. on any day of the examination or at such other times as will cause least inconvenience to the candidates.

(b) The examinations in Oral Reading at the Junior Public School Graduation examination shall include questions on the principles based on the passages read. Of the 50 marks for Oral Reading a maximum of 15 marks should be assigned to this. See Regulation 6 (2), page 99.